



DEPARTMENT OF HEALTH SERVICES - AMBULATORY CARE NETWORK

EL Monte Comprehensive Health Center

CERTIFIED MEDICAL ASSISTANT

El Monte Comprehensive Health Center is one of 17 facilities in the Ambulatory Care Network, located in the city of El Monte.

Position Information:

The Certified Medical Assistant is primarily responsible for providing assistance to the licensed medical staff in the examination, treatment, and care of patients in an outpatient clinic, under the supervision of a physician.

Responsibilities:

- Work directly with patients completing intake and discharge functions.
- Perform simple Point of Care Testing (POCT).
- Administer medications per provider's orders.
- Document proficiently in the Electronic Medical Record (ORCHID – Power Chart).
- Coordinate and maintain inventory control for clinic supplies and materials to ensure efficient flow of clinic operations.
- Be an example of a patient care advocate and make every attempt to resolve patient complaints with the clinic.

Desirable Qualifications:

- 1 year experience working in a primary care type setting within the last year preferred
- Ability to work well in a team based setting.
- Effective interpersonal, organizational skills and customer service skills.
- Basic computer skills / knowledge.

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of Certified Medical Assistant to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered as a new-hire.

Candidates may submit the following: Resume, References (at least 2) and Performance Evaluations for the last two years and Master Time Card Record for last two years to:

**Maria Rosales, Nursing Secretary
El Monte CHC
10953 Ramona Blvd.
El Monte, CA 91731
Telephone: (626) 579-8389
Fax: (626) 279-9064
Email: mrosales@dhs.lacounty.gov**

Resumes will be accepted until the needs of the department are met. Only the most qualified candidates will be scheduled for an interview.

This is not a civil service exam.